Reports Inventory Approved For Release 2006 1110 FC1ARDR 15400399R000100190020-5

SECRET 15 October 1970

		Number eports ^a	Estimated Total Annual Cost				Proposed	
		Computer	Mar			nputer	Savings Goals	
			Man Hrs.	Salary	Man Hrs.	Salary & Computer Cost	Man Hrs	. Cost
Executive Assistant OTR	16	0	2,627	\$ 22,961	0	\$.0	46	\$ 492
Instructional Support Staff	26	29	4,429	18,631	3,552	15, 269	654	25X1 3,236
25X1	1				T		10/	5 402
Support School	18	0	2,107	19,947	0	0	486	5,403
						,		
Language School	19	0	674	4,675	0	0	162	25X1798
OFFICE OF TRAINING TOTALS	152 ^b	29	15,842	\$ _. 114 , 644	3,552	\$ 15,269	1,527	\$ 11,970

a Represents number of Forms 142 submitted. Does not include number of feeder reports submitted by faculties to schools, or by branches to staffs.

Includes duplicate counting of reports with same title, such as Response to Program Call, which is produced by 25X1 seven schools and staffs as an input to the OTR Response to Program Call produced by EA There are 19 report titles common to three or more schools and staffs, plus 55 manual and 29 computer reports which are unique to an individual school or staff, or a total of 103 individual report titles.

S-E-C-R-E-T

Approved For Release 2006/11/13: CIA-RDP75-00399R000100190020-5 Reports Inventory

REPORTS PRODUCED IN OTR October 1970

The Mary on Mary OTR	re-		Total	Cost
Reports Produced by Two or More OTR F Report Title Qu	ency	Produced By	Man Hrs.	Salary
1. Program-Assisted Instruction Activity	SA.	SIWA ISS LS SUS	45	s 372
2. Speaker Evaluation Cards	Irr.	~~~~ DMG OG	229	2,216
3. Membership of Staff Members on	A	SIWA ISS LS OS	4	33
Committees 4. New Books Received	M	SIWA DTS LS ISS OS SUS	75	312
5. Reports Inventory Report	A	SIWA DTS LS CTP EA ISS	203	1,842
STAT Certification that was Read	SA	OS SUS SIWA ISS SUS	5 4	17
7. Services Provided to Other Agencies	A	SIWA LS	5	48
8. Course Schedule Projections	SA	SIWA DTS LS OS SUS	294	
9. Evaluation of OTR Training	A	SIWA EA ISS LS OS SUS	634	6,376
10. Component Training Evaluation	A	SIWA OS SUS	1,031	S 21
11. Records Holdings Survey	A	SIWA DTS LS ISS OS SUS	96	606
12. Destruction of Records	Α	SIWA CTP LS OS SUS	26	180
13. Statistics on Accomplishments	SA	SIWA OS SUS	153	1,187
(14) Annual Program Call: Budget Estimates	A	SIWA DTS EA		3,512
Annual Program Call: Response to	A	SIWA CTP EA	1,005	(8,845)
Program Call 16. Weekly Activities Report	W	SIWA DTS EA		29,428
25X1 17. End of Course Reports	Irr	OS SUS SIWA DTS LS ISS OS SUS	1,427	12,076
19. Equipment Inventory	A	SIWA ISS LS	3 134	684
Sub-Total (for reports produced by two or more OTR elements)		· · · · · · · · · · · · · · · · · · ·	9,156	\$82,493

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Reports Produced by Only One OTR Unit				Cost Salary*
25X1 Language School		_	190	\$1,251
25X1				
Support School			7 6	524
Executive Assistant, OTR	-	-	727	5,312
Career Training Program	-		96	388
Instructional Support StaffManual Reports Computer Reports	- -	<u>-</u>	3,563 3,552	12,586 15,269*
Sub- Total (for reports produced by only one OTR un	it)		10,238	\$47,420
Sub-Total (for reports produced by two or more	OTR units)	9,156	82,493
OTR Total Cost for all Reports Produced			19,394	\$129,913

^{*}For computer reports, also includes cost of computer print-outs.

S-E-C-R-E-T

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Reports Produced by Only One OTR Unit October 1970

Support School Training Career Service Panel Minutes Report (USIB/IHC/L&T) Language School Language Development Program Annual Progress Report Financial Cost of LS WAE Employees Accounting for LS Revolving Fund Student Acceptance List Executive Assistant/OTR Annual Report to the President's Foreign Intelligence Advisory Board Significant Accomplishments of the Office of Training for Fiscal Year Congressional Budget Office Estimate Status of Operating Allowances Schedule of Encumbrances Obligation AbstractForm No. 2468 Significant Personnel Developments WAEN Developments A BAN Development Schedule of Scheduling Requirements A BAN Development Schedule of Schedule	Report Title	Frequency
Language School Language Development Program Annual Progress Report A Financial Cost of LS WAE Employees M Accounting for LS Revolving Fund M Student Acceptance List Bi-M Executive Assistant/OTR Annual Report to the President's Foreign Intelligence Advisory Board Significant Accomplishments of the Office of Training for Fiscal Year A Congressional Budget A Office Estimate A Status of Operating Allowances M Schedule of Encumbrances M Significant Personnel Developments M EXEMINITED A A STATUS OF TRAINING TRAINING A WESTER A A Significant Personnel Developments A W EXEMINITED TRAINING TRAINING TRAINING A A A A Significant Personnel Developments A A A A SEMINITED TRAINING TRAINING TRAINING A A SEMINITED TRAINING	Support School	. •
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Language Development Program Annual Progress Report Financial Cost of LS WAE Employees Accounting for LS Revolving Fund Student Acceptance List Executive Assistant/OTR Annual Report to the President's Foreign Intelligence Advisory Board Significant Accomplishments of the Office of Training for Fiscal Year Congressional Budget Office Estimate Status of Operating Allowances Schedule of Encumbrances Obligation AbstractForm No. 2468 Significant Personnel Developments W 29/6/ar End Funding Requirements	Report (USIB/IHC/L&T)	Α
Language Development Program Annual Progress Report Financial Cost of LS WAE Employees Accounting for LS Revolving Fund Student Acceptance List Executive Assistant/OTR Annual Report to the President's Foreign Intelligence Advisory Board Significant Accomplishments of the Office of Training for Fiscal Year Congressional Budget Office Estimate Status of Operating Allowances Schedule of Encumbrances Obligation AbstractForm No. 2468 Significant Personnel Developments W 20 War End Funding Requirements		
Language Development Program Annual Progress Report Financial Cost of LS WAE Employees Accounting for LS Revolving Fund Student Acceptance List Executive Assistant/OTR Annual Report to the President's Foreign Intelligence Advisory Board Significant Accomplishments of the Office of Training for Fiscal Year Congressional Budget Office Estimate Status of Operating Allowances Schedule of Encumbrances Obligation AbstractForm No. 2468 Significant Personnel Developments W 29/6/ar End Funding Requirements		
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Report Title 25X1

Instructional Support Staff

Title/Author Accessions List (within Schools and Staffs Q of the Office of Training) Statistics of external training sponsored by OTR & M Agency components M AIR Production Statistics Financial Management Improvement Program A, Fiscal & Cal. yr. Completions of Internal Training Q Film Inventory W Registration Statistics Semi-A External Training Completion Report Report of Students in Full-Time Academic Training & in Semi-A Senior Service Schools

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Report Title	Frequency
Instructional Support Staff (Continued)	
Agency Officers Approved by Deputy Directors for Full-Time Academic Training Funds Expended for Book Purchases	Semi-A Quarterly
Consolidated Report on Information Handling and ADP Management	Semi-A Semi-A
ADP MIS Semiannual Report	Semi-A
Instructional Support Staff Computer Reports	
Agency Training Record - External Training-Alpha by Facility	Semi-A Annual
Agency Training Record-Training of Contract Employees Year End Supplement to Purge List - Agency Training	Annual
Record Agency Training Record - EOD Delinquent Listing	Semi-A
Agency Training Record - By Service Designation (Supplement)	Annual
Agency Training Record - Alpha Listing	Semi-A
Agency Training Record - By Office	Semi-A
Agency Training Record - By Course	Semi-A
Agency Training Record - By Service Designation	Semi-A
Agency Training Record - External Training-Alpha by Employee	Semi-A
Information Science Training-Separations plus Class	A
Hours	Annual
Agency Training Record - List of Edit Errors	Quarterly
Agency Training Record - Update Transation Error	Quarterly
List December 1	Semi-A
Facility Dictionary by Number - Agency Training Record	Semi-A
Information Science Training - Alpha Listing	Semi-A
Information Science Training - Class Hours	
Information Science Training - On Duty Employees Onl	y miniat
Information Science Training - On Duty Employees plus	Annual
Class Hours	Annual
Information Science Training-Separations Only	Quarterly
Edited Dictionary Transactions-Agency Training Record Error Dictionary Transactions-Agency Training Record	Quarterly
Course Dictionary by Title - Agency Training Record	Semi-A
Course Dictionary by Title - Agency Training Course Dictionary by Number - Agency Training	
Record	Semi-A
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Report Title

Frequency

Instructional Support Staff Computer Reports (Continued)

Facility Dictionary by Title - Agency Training Record
Training Category Transactions Errors
Canceled
Training Category Dictionary
Canceled
Internal Training Statistical Report by Office
Canceled 25 Aug '70
External Training by CT Program
Canceled Aug '70

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155.53	Training Category. Dect	towary or	10,007,00	/	
158-54	Report by Affice	entical s	19,5/1.75	"	
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155-56	Internal Tracurry	-ly s	10,374,50		
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